

**DUTY STATEMENT**

GS 907T (REV. 05/03)

**SHADED AREA FOR HUMAN RESOURCES ONLY**

**INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

RPA- FY 15/16  
**016-CCFC**

EFFECTIVE DATE:

1. <b>DGS OFFICE OR CLIENT AGENCY</b> First 5 California Children & Families Commission		POSITION NUMBER (Agency - Unit - Class - Serial) 319-001-5742-900	
2. <b>UNIT NAME AND CITY LOCATED</b> Evaluation Office		3. <b>CLASS TITLE</b> Research Program Specialist I	
4. <b>WORKING HOURS/SCHEDULE TO BE WORKED</b> 8 a.m. to 5 p.m.		5. <b>SPECIFIC LOCATION ASSIGNED TO</b> 2389 Gateway Oaks Drive, #260, Sacramento	
6. <b>PROPOSED INCUMBENT (If known)</b>		7. <b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 319-001-5742-900	
<p>YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.</p>			
<p>8. <b>BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS</b> Under general direction of the Deputy Director (CEA A) of the Evaluation Office, research manager, or lead researcher, and in accordance with the California Children and Families Act, the incumbent is responsible for implementing complex research and evaluation projects. Duties include evaluation design, data collection, querying data systems, statistical analysis, report writing, and dissemination of research or evaluation via website content. The incumbent is responsible for briefings and communications with First 5 California (F5CA) executives; stakeholders including First 5 county commissions, public and private institutions or agencies; and contractors.</p>			
9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>		
30%	<p><b>ESSENTIAL FUNCTIONS</b></p> <p>In order to support and conduct evaluation of F5CA projects including the Improve and Maximize Programs so All Children Thrive (First 5 IMPACT) systems program, the Small Population Counties Funding Augmentation (SPCFA) program, and the Annual Report required by statute, the incumbent will:</p> <ul style="list-style-type: none"> <li>Independently contribute to research, evaluation, and/or technology projects that collect data for evaluation of agency projects</li> <li>Develop and document evaluation policies, procedures, and protocols</li> <li>Assist in review and oversight of research protocols submitted to appropriate Institutional Review Boards on behalf of the State Commission, county commissions, or external contractors</li> <li>Implement protocols for data security and human subject's protection</li> <li>Engage in the collection, compilation, analysis, and interpretation of quantitative or qualitative data in support of the F5CA statewide evaluation process. Data analysis may include analyses of data collected through F5CA data systems and surveys or appropriate information from the U.S. Census Bureau, the California Department of Finance, California Department of Education, and other relevant sources</li> <li>Perform statistical analyses, including data description (frequencies, cross-tabulations) and hypothesis tests (tests of significance) for difference, trend, or multivariate modeling using Statistical Analysis System (SAS) or similar software</li> <li>Identify appropriate scientific literature for theory or evaluation methods as needed for particular projects</li> </ul>		
11. SUPERVISOR'S STATEMENT: <b>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</b>			
SUPERVISOR'S NAME (Print)		SUPERVISOR'S SIGNATURE	DATE
12. EMPLOYEE'S STATEMENT: <b>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</b>			
<p>The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.</p>			
EMPLOYEE'S NAME (Print)		EMPLOYEE'S SIGNATURE	DATE

## RPA 016-CCFC

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<p>30%</p> <p>20%</p> <p>10%</p> <p>10%</p>	<p><b>ESSENTIAL FUNCTIONS, cont.</b></p> <p>In order to support dissemination of findings of research and evaluation at F5CA, the incumbent will:</p> <ul style="list-style-type: none"> <li>• Develop research and evaluation content for the agency website, including consultation with staff from relevant internal divisions or offices including Evaluation, Program Management, Communications, External and Governmental Affairs, and Information Technology</li> <li>• Develop reports, fact sheets, and talking points summarizing research and evaluation findings</li> <li>• Develop visual materials to communicate research and evaluation findings, including graphs, maps, infographic reports, or informational videos</li> <li>• Develop web-based data displays by identifying, preparing, analyzing, and formatting data appropriate for public presentation (e.g., data dashboards)</li> <li>• Provide information briefing or training by means of webinars, conference calls, correspondence, or individualized support</li> <li>• Provide information to county commissions and agency partners by means of written correspondence</li> </ul> <p>In order to provide consultative services on research and evaluation related to F5CA's Strategic Plan, the incumbent will:</p> <ul style="list-style-type: none"> <li>• Participate in project-related work groups related to strategic planning of program and evaluation activities sponsored by F5CA and stakeholders. Stakeholders may include up to 58 county commissions, program partners, contractors, and the general public</li> <li>• Create, edit, and present evaluation and/or research reports and briefings on activities of F5CA</li> <li>• Review program evaluation proposals and reports prepared for the Commission regarding strengths and weaknesses, appropriateness, feasibility, effectiveness, costs, and timeliness</li> </ul> <p>In order to ensure compliance with F5CA standards for contract development and the State contract manual, the incumbent will:</p> <ul style="list-style-type: none"> <li>• Develop and oversee a variety of contracts for research and evaluation activities</li> <li>• Monitor the terms of assigned contracts to ensure deliverables are met. Contracts may include interagency agreements or standard contracts resulting from a competitive bidding process</li> </ul> <p>The incumbent will perform other duties as required, including the organizational and technical support necessary to ensure the Evaluation Office functions at full capacity</p>
	<p><b>KNOWLEDGE AND ABILITIES</b></p> <p>Knowledge of: Research methods and techniques; application of computerized models to research data; statistical and other methods used in the analysis and projection of data; survey methods and analytical techniques; operations research methods.</p> <p>Ability to: Communicate effectively to individuals and groups related to the area of research; analyze and make recommendations; plan and carry out research projects; prepare and present technical reports; establish and maintain cooperative relationships with others.</p> <p>Special Personal Requirements: Demonstrated ability to act independently; initiative; flexibility; and tact.</p> <p><b>DESIRABLE QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Proficient in Microsoft Access, Word, Excel, and PowerPoint</li> </ul> <p>Must possess:</p> <ul style="list-style-type: none"> <li>• Expertise in statistical software (SAS or Structured Query Language [SQL]) for analysis of large data sets</li> <li>• Excellent written/verbal communication and organization skills</li> <li>• Expertise in research methodology, methods and techniques, and statistics</li> <li>• Expertise in program evaluation principles, concepts, and terminology</li> <li>• Understanding of principles of public administration, organization, and management</li> <li>• Strong organizational and project management skills</li> <li>• Positive interpersonal skills and the ability to interact with a wide range of people</li> </ul> <p>Knowledge of:</p> <ul style="list-style-type: none"> <li>• Commission policies and procedures</li> <li>• Early childhood education and development</li> </ul> <p>Ability to:</p> <ul style="list-style-type: none"> <li>• Reason logically and creatively, develop effective solutions, and make recommendations</li> <li>• Gather, compile, analyze, summarize, and interpret information and data</li> <li>• Design and implement research and evaluation related projects</li> <li>• Perform well under the pressure of time-sensitive, high priority projects</li> </ul>

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GS 907T (REV. 1/98)

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	<p><b>WORK ENVIRONMENT, MENTAL AND PHYSICAL</b></p> <ul style="list-style-type: none"><li>• Ability to use a personal computer</li><li>• Ability to express ideas and information in written form clearly, succinctly, accurately, and in an organized manner; use English language conventions of spelling, punctuation, grammar, and sentence and paragraph structure; and tailor written communication to the intended purpose and audience</li><li>• Understand and use information that may be presented in a variety of formats, such as data sets, tables, lists, figures, diagrams; select reading strategies appropriate to the purpose, such as skimming for highlights, reading for detail, reading for meaning, and critical analysis</li><li>• Function effectively under demanding and competing deadlines</li><li>• Ability to occasionally bend, lift, and move file boxes, and other items weighing up to 15 pounds, or acquire support services when needed</li><li>• Willingness to travel on occasion by car, train, or airplane</li><li>• F5CA currently does not offer a telework schedule</li></ul>

